

METROPOLITAN WASTEWATER DEPARTMENT
Conflict of Interest Code

APPENDIX A
Designated Positions

POSITION	DUTIES	CATEGORY
ADMINISTRATION		
Director	Administration of the Metropolitan Wastewater Department	1
Assistant Director	Assist Director in administration of the Metropolitan Wastewater Department	1
INFORMATION AND ORGANIZATIONAL SUPPORT		
Deputy Director	Approves or recommends policy and financial decisions regarding Information Systems, Human Resources, Strategic Planning and Performance Measurement, COMNET, and Safety	1
Department Information Officer	Manages technology related functions for the Metropolitan Wastewater Department including staff, budget, contracts, policies, strategic planning, and procurement of technology services.	2
Information Systems Administrator	Supervises and administers overall departmental Information Systems; oversees IT project management, infrastructure and customer support; and develops IT budget.	2
Supervising Human Resources Manager	Supervises and administers employee and organizational resources including Human Resources, Strategic Planning and Performance Measurement and budgetary data.	2
Senior Control Systems Engineer	Supervises and oversees the administration and support of Instrumentation and Control for the Department.	2
Project Officer II	Oversees the design, construction and operation of Instrumentation and Control for the Department.	2
Senior Mechanical Engineer	Oversees the design, construction and operation of Instrumentation and Control for the Department.	2
SERVICES AND CONTRACTS		
Deputy Director	Approves or recommends policy and financial decisions regarding construction contracts, engineering contracts, modification to existing facilities, and procurement of materials and equipment; negotiates and administers agency contracts; administers grants; prepares operations and maintenance and capital improvements budgets.	1

Supervising Management Analyst	Supervises, analyzes and administers revenue plan data, cost and budgetary data, grant and loan requests, or agency contracts and payments.	2
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Principal Contract Specialist	Approves or recommends financial decisions regarding construction contracts, engineering contracts, modifications to existing facilities, and procurement of materials and equipment.	2
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ENGINEERING AND PROGRAM MANAGEMENT

Deputy Director	Approves or recommends policy and financial decisions regarding the schedule, planning, design, land acquisition, permits, environmental issues, value engineering, construction, contracts and cost control of new treatment and reclamation facilities.	1
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Assistant Deputy Director	Assists in the approval and/or recommendation of policy and financial decisions regarding schedule, planning, design, land acquisition, permits, environmental issues, value engineering, construction, contracts and cost control of new treatment and reclamation facilities.	1
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Senior Civil Engineer	Supervises the engineering functions for wastewater treatment projects including design and construction or supervises technical support functions including permits and land acquisition, quality assurance/quality control, engineering support, and technical studies.	2
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Senior Mechanical Engineer	Supervises the function related to mechanical and electrical design and operation of water reclamation systems including control systems and biosolids management.	2
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Senior Structural Engineer	Supervises the functions related to providing technical support to design management including computer assisted design programs (CADD) and the development of standard guidelines.	2
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Project Officer II	Performs high level engineering analysis of water reclamation plant ancillary facilities, oversees construction projects; responsible for functions related to environmental and land issues, consultant compliance with City and environmental regulations.	2
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OPERATION AND MAINTENANCE

Deputy Director	Approves and/or recommends policy and financial decisions regarding the operation and maintenance of regional wastewater treatment and conveyance facilities.	1
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Assistant Deputy Director	Assists in the approval and/or recommendation of policy and financial decisions regarding the operation and maintenance of regional wastewater treatment and conveyance facilities.	1
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Wastewater Treatment Plant Superintendent	Responsible for supervising maintenance and operation for wastewater plants, sludge processing facilities, training, and major pump stations. Makes recommendations regarding equipment purchases and capital improvements including expansion, modification and replacement..	2
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Principal Plant Technician Supervisor	Responsible for supervising maintenance and operation for major pump stations. Also supervises all divisional maintenance planning functions and does specialized maintenance throughout the Division. Makes recommendations regarding equipment purchases and capital improvements including expansion, modification and replacement..	2
Supervising Management Analyst	Supervises, analyzes, prepares and administers the Operations and Maintenance budget for the Department.	2
Senior Civil Engineer	Supervise the O&M Division's engineering programs, including design, planning, and operations.	2

ENVIRONMENTAL MONITORING AND TECHNICAL SERVICES

Deputy Director	Makes or approves all decisions to request equipment, supplies, materials and services. Develops and proposes Division's budget. Makes recommendations and administers all work programs of the Division.	1
Assistant Deputy Director	Assists in making or approving decisions to request equipment, supplies, materials and services. Develops and proposes Division's budget. Makes recommendations and administers all work programs of the Division.	1
Senior Biologist	Responsible for administration and supervision of Marine Microbiology and Vector Management programs, research programs and projects, and approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2
Senior Marine Biologist	Responsible for the administration and supervision of the Marine Biology Laboratory and Ocean Monitoring programs, research programs and projects, and approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2
Senior Chemist	Responsible for administration and supervision of Wastewater Laboratory, Industrial Waste Laboratory regulatory permits and compliance, research programs and projects, and approves all materials, supplies, equipment and services. Influences methods and requirements of chemical and mechanical treatment for wastewater.	2
Pretreatment Program Manager	Supervises the Industrial Waste Control Program Inspects and issues permits to industrial facilities and waste haulers to ensure compliance with industrial waste discharge regulations.	2

WASTEWATER COLLECTION

Deputy Director	Administers work programs, policy and budget of the Wastewater Collection Division.	1
Assistant Deputy Director	Assists with the administration of work programs, policy and budget of the Wastewater Collection Division.	1
Senior Civil Engineer	Supervises the Wastewater Collection Division's engineering programs including design, planning, and operation.	2

General Water Utility Supervisor	Responsible for coordination of all wastewater collection maintenance in the City of San Diego.	2
General Water Utility Supervisor - ISO	Create and manage documents, training, work requests, and business plans to ensure a successful ISO audit and certification.	2
Program Manager	Responsible for and coordinates all Food Establishment Wastewater Discharge Permit Program (FEWD) activities.	2

STORM WATER POLLUTION PREVENTION

Deputy Director	Prepares and administers budgets and manages division activities; approves and/or recommends financial decisions regarding construction/engineering/consultant contracts, procurement of materials and equipment.	1
Storm Water Environmental Specialist	Reviews and evaluates agreements for professional/technical services, approves procurement of materials; approves contract payments; reviews and approves technical reports and studies.	2
Supervising Public Information Officer	Responsible for the City's storm water public information and outreach efforts; negotiates service contracts and consultant agreements; reviews work products and invoices for payment.	2

METROPOLITAN WASTEWATER DEPARTMENT

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APPENDIX B

Disclosure Categories

CATEGORY

DESCRIPTION

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| 1 | <p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p> |
| 2 | <p>All investments and business positions in any firm or entity which supplies goods or services to the Metropolitan Wastewater Department of the City, ("Department"), that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p> <p>All interests in real property owned or used by any firm or entity that supplies goods or services to the Department, that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p> <p>All sources of income, loans or gifts from any person, firm or entity that supplies goods or services to the Department, that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p> |
| 3 | <p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code subject to the following limitation:</p> <p>The Department Director, Assistant Director, Deputy Directors or Assistant Deputy Directors may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Department Director's, Assistant Director's, Deputy Director's or Assistant Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.</p> |